

PROJECT SCOPING AND CANDIDATE PROJECT SUBMITTAL PROCEDURES

**SOUTHWEST MICHIGAN NONMOTORIZED
INVESTMENT PLAN**

July 17, 2001

I N T R O D U C T I O N

The Michigan Department of Transportation (MDOT), Southwest Region is entering the final stage of development for the introduction of their Nonmotorized Transportation Investment Plan. The plan is intended to integrate nonmotorized project considerations into Southwest Michigan's planning and programming activities. MDOT wants the nonmotorized planning decisions to reflect local needs and priorities. Two meetings were held on June 27 and 28, 2001, in St. Joseph and Kalamazoo respectively, to conclude project findings. Findings were the result of inputs received from the March workshops, meetings with the MDOT Oversight Committee, MPOs, local advocacy and safety groups and general public input.

Each meeting had four objectives. The first objective was to display the most recent versions of the nine county regional inventory maps for comment and to address possibilities of establishing communication links for regular updates.

The second objective suggested alterations to MDOT's project scoping checklist and concept statement forms. Changes to these documents reflected nonmotorized needs addressed during the March workshops and throughout the duration of this project. A spin-off benefit of this objective was public exposure to the process MDOT employs when assessing project costs and priorities.

The third objective was to propose a new Nonmotorized Project Sequence for handling the nonmotorized project process and a connection to the regional inventory mapping process. A regional nonmotorized prioritization matrix was presented as part of this new sequence. The nonmotorized prioritization matrix is the result of March workshop criteria identification exercises.

The fourth objective was to present a proposed candidate project submittal form for the nonmotorized program and to receive input.

Following is a brief review of these presentations including:

- ❑ A summary of participation; an update of the facility inventory initiative
- ❑ A summary of the proposed changes to MDOT's project scoping checklist and concept statement including comments, questions, and concerns as addressed by meeting attendees
- ❑ A summary of the nonmotorized project sequence for candidate nonmotorized projects with documentation
- ❑ A summary of the submission form and documentation for candidate projects for the nonmotorized program
- ❑ A summary of the nonmotorized project priority matrix
- ❑ A short discussion on the next stages of the MDOT nonmotorized investment plan.

S U M M A R Y O F P A R T I C I P A T I O N

As a result of the extensive outreach effort employed for the March workshops, all interested individuals, essential organizations and public agencies who

expressed interest were invited to one of two meetings held in St. Joseph and Kalamazoo on June 27 and 28, 2001, respectively. 38 people participated in these two meetings. The largest percentage of participation came from governmental agencies. There was also substantial participation from advocacy organizations. (An analysis of workshop participation by venue can be found in Attachment A.)

The scheduling of presentations in accessible central areas and during evening hours was designed to boost the attendance of private citizens. Although a strong showing from government and public agency representatives was observed, it was hoped that these final meetings would generate even greater representation. However, the lower than expected attendance did not detract from the quality of questions, comments, and concerns, and all groups were adequately represented.

EXISTING AND PLANNED FACILITY SUMMARY

As evident in the number of changes to the regional inventory maps as identified at the public meetings, the status of non-motorized development in the Southwest region is progressing. This fact affirms the need to encourage the communication between the various responsible agencies and MDOT regarding nonmotorized facilities. The success of the regional inventory mapping process depends on the ability of agencies to supply information regarding the proposal and/or construction of nonmotorized facilities. This information will help MDOT's Southwest Region as it integrates non-motorized considerations into its planning and programming processes.

The final process for inventory map updating is still being developed and will require further coordination with MDOT both at the Southwest Region and in Lansing. It is proposed that the map be updated at regular intervals by information received throughout the year from these local agencies responsible for nonmotorized facilities in their location. This does not exclude the possibility of a private citizen notifying a responsible authority for corrections to the regional inventory map. It is proposed that nonmotorized information eventually be sent to the unit responsible for upkeep of the maps.

MDOT PROJECT SCOPING CHECKLIST AND CONCEPT STATEMENT

The project scoping checklist is an eight-page document used by MDOT to determine the scope and estimated itemized costs of each proposed project. Changes to the checklist reflect the need for nonmotorized visibility and incorporation at the early stages in project design so money if available can be set aside for construction. Attachment B lists the changes proposed for the MDOT Project Scoping List.

The project concept statement is a two-page document that summarizes the information collected in the scoping checklist for each proposed project. This

form includes a total cost estimate and identifies additional information that may require further analysis for project completion. Attachment B also shows the changes proposed for the MDOT Project Concept Statement.

CANDIDATE PROJECT SUBMISSION FORM

In order to establish a process for equitable nonmotorized project selection for candidate projects, a standard project submission form was developed. (See Attachment C) The submission form would be available to anyone interested in submitting an application for a nonmotorized project. It is encouraged that private individuals wishing to submit this form partner with a local MPO or other organization for added assistance and support in completing the form. Although all forms will be considered no matter who completes it, the more complete a form is, the better its chances of selection.

Instructions on how to complete the submission form, along with suggestions of supporting documentation to include, will be made available.

NONMOTORIZED PROJECT SEQUENCE

The proposed nonmotorized project sequence diagram shown in Attachment D demonstrates the process a candidate nonmotorized project with documentation could follow if the Southwest Region adopts this process.

Projects will be first submitted to MDOT by use of the nonmotorized submission forms. The design and use of this form is intended to generate good projects and to place the responsibility on the submitting agency or individual to form partnerships in acquiring the appropriate data for completion. It would be preferred that forms be submitted by Act 51 organizations; however, submittals by MDOT employees and private individuals will be allowed.

Candidate nonmotorized projects would be discussed and initially prioritized through public meetings. Preliminary selected projects would then go to MDOTs Region Project Prioritization Team which would assess each project using a regional nonmotorized prioritization matrix. This matrix would assist in determining which submissions could lead to the best projects. After MDOTs initial assessment, candidate projects would be separated into off-road or on-road projects. Off-road projects would be independent of the MDOT Highway Program. On-road projects could either be incidental projects (which could be accomplished in the Highway Program subject to available funds) or also handled as independent projects.

The scope and cost would then be determined for independent projects. MDOTs recommendations for independent projects would then be submitted to a second review process at the Municipal Planning Organization (MPO) and Rural Task Force (RTF) level.

Approved prioritized candidate projects would then be sent back to MDOT for final review and to determine available funding sources. Successful Nonmotorized Program projects would then be selected based upon priority within funding limitations. Projects that are unsuccessful or unfunded are recycled back to the Regional Review Committee where they would compete during the next cycle of the nonmotorized project sequence or sent back to the sponsoring agency for further justification and/or documentation. At this stage it may be appropriate to reintroduce the project to the highway program or send it to the Michigan Department of Natural Resources (MDNR). After a funding source is identified, the preparation of additional documentation and funding applications could be completed.

Once selected for the nonmotorized program, projects would be entered into the regional inventory map as a programmed project. Construction of nonmotorized projects would begin when the design and engineering stages are completed. The final stage with the nonmotorized program, upon construction, would be to enter the facility into the regional inventory map as constructed.

NONMOTORIZED PROJECT PRIORITY MATRIX

The nonmotorized project priority matrix as shown in Attachment E is intended to assist in assessing which projects are best suited for further development. The priority matrix is the first stage that candidate nonmotorized projects would be subjected to. Relative costs have been included in the priority matrix and should be considered in the nonmotorized transportation plan development process. Also, no projects will be dismissed at this stage, although they may be sent back to sponsoring agencies for more justification.

NEXT STAGES FOR PROJECT DEVELOPMENT

Establish communication process between MPOs, MDNR, etc., for updating the regional inventory map. The regional inventory map is to be updated by MDOT.

Revise MDOT Project Scoping Checklist and Concept Statement for use by MDOT.

Prepare training materials for expanding nonmotorized investment plan process to other MDOT Regions.

ATTACHMENTS

Attachment A: Summary of Participation
Attachment B: Revisions to Project Concept Statement and Scoping Checklist
Attachment C: Candidate Projects Submission Form
Attachment D: Nonmotorized Project Sequence Diagram
Attachment E: Nonmotorized Project Priority Matrix

SUMMARY OF PARTICIPATION

Mailed invitations:	335 invitations direct mailed
E-Mailed Notice	TYLI e-mailed notice on their server (approx. 100)
Bike Clubs	David De Right e-mailed the notice to his constituents
News Release	Notice was sent to MDOT to have them sent out.

Benton Harbor / St. Joseph (Lake Michigan College) Meeting, Wednesday, June 27:

18 people attended:

- ☐ 11 individuals classified themselves as governmental
- ☐ 1 individual classified themselves as business
- ☐ 5 individuals classified themselves as advocacy
- ☐ 1 individuals classified themselves as tourism

Kalamazoo (City of Kalamazoo Commission Chambers) Meeting, Thursday, June 28:

20 people attended:

- ☐ 13 individuals classified themselves as governmental
- ☐ 1 individual classified themselves as educational
- ☐ 6 individuals classified themselves as advocacy

PROJECT SCOPING CHECKLIST

1. On page 2, under PPMS Characteristics, add the following boxes:

Part of Regional Bikeway Plan	<input type="text"/>
Non-Motor Plan Elements	<input type="text"/>

2. On page 3, under Concept Checklist – Project Support, add the following boxes:

- ☐ Ad hoc Group Requests
- ☐ Part of Bikeway Plan
- ☐ Pedestrian Needs

3. On page 3, under Concept Checklist – Review Items, add the following boxes:

- ☐ Accident History (Incl. peds/bikes)
- ☐ Nonmotorized Site Review

4. On page 3, under Concept Checklist – Survey Items, add the following box:

- ☐ Location/Width of Sidewalks/Sidepaths
- ☐ Visible Worn Paths

5. On page 4, under Cost Estimates – Safety, add the following boxes:

New Sidewalks	<input type="text"/>
Bike Lanes/Signing	<input type="text"/>
New Shared Use Paths	<input type="text"/>
Pedestrian Signals	<input type="text"/>
Shoulder/Paving/Width	<input type="text"/>
Widen Lanes	<input type="text"/>

6. On page 4, under Cost Estimates – Non-motorized, add the following boxes:

Reconstruct/ Rehab NM Facility (In place of “Surfacing NM Path”)	<input type="text"/>
Bike Lanes/Signing	<input type="text"/>
New Sidewalks	<input type="text"/>
New Shared Use Path (In place of “Surfacing NM Path”)	<input type="text"/>

7. On page 5, under Cost Estimates – Geometric Improvement, add the following box:

Reduced Curb Radii	<input type="text"/>
Ped Crossing Islands	<input type="text"/>
Curb Bulbs/Extensions	<input type="text"/>

8. On page 5, under Cost Estimates – Bridge Repair, add the following box:

Add Bike Lanes/Shoulder	<input type="text"/>
New Sidewalks on Bridge	<input type="text"/>

9. On page 6, under Cost Estimates – Maintaining Traffic, add the following box:

Ped/Bike Detours	<input type="text"/>
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10. On page 7, under Cost Estimates – Permanent Traf. Con. Dev., add the following boxes:

Add Ped Signal Heads	<input type="text"/>
New Ped/Bike Traffic Signal	<input type="text"/>
Ped/Bike Signal Actuation	<input type="text"/>

PROJECT CONCEPT STATEMENT

- On page 2, under Additional Information, add the following boxes:

- ☐ Part of Regional Trail/Bikeway System
- ☐ Within Incorporated Town/City

SOUTHWEST MICHIGAN NONMOTORIZED TRANSPORTATION INVESTMENT PLAN

CANDIDATE PROJECTS FOR NONMOTORIZED PROGRAM

SUBMISSION FORM AND DOCUMENTATION**Instructions for Submission Form and Additional Documentation**

The goal of the MDOT Southwest Region's non-motorized prioritization process is to identify and fund as many good nonmotorized projects as possible each year. To ensure the effectiveness of this process, please address only those areas relevant to your specific project in the submission form and additional documentation. Not every nonmotorized project addresses roadway safety or provides a known opportunity for a local/private partnership, for example.

In the space provided for each of the six criteria, briefly explain the rationale and expected impacts relative to this project. In addition, provide additional documentation to support the project. Check the box next to each topic for which documentation has been submitted and provide all added documentation as attachments.

General Information

Organization/Agency: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Information

Project Location: _____

Description of Proposed Improvement:

1. Roadway Safety

Explain the specific safety issues that the project will address and the impact that this project is expected to have on the roadway safety of pedestrians and/or bicyclists. Explain the impact of not addressing the identified safety issues.

Added Documentation:

- ø Crash record: Nonmotorized crash data, summarized accidents reports
- ø Road sharing issues/conflicts: User conflicts that impact the usefulness of the roadway by bicyclists and/or pedestrians
- ø Hazardous roadway conditions: Speeds, sight distance, bottlenecks, barriers, surface conditions and other potential hazards
- ø Cross sections: Drawings and/or measurements with the width and surface of the roadway and any existing shoulder, sidewalk, path or bikeway
- ø Difficult intersections: Intersection difficulties for bicyclists and/or pedestrians such as crossing and turning movements, traffic controls, visibility, motor vehicle speeds, or ADA considerations

2. Connectivity

Explain how this project provides a needed connection or fills a gap in an existing or proposed bicycle and/or pedestrian system. Explain how this project contributes to the creation of a continuous and connected system of facilities that serves priority destinations and/or overcomes barriers to nonmotorized travel.

Added Documentation:

- ø Existing/planned system: Existing or planned bicycle or pedestrian system for which this project would provide a needed connection or fill a known gap.
- ø Priority destinations: Schools, universities, neighborhoods, shopping, transit, recreational facilities and trails within walking (1/2 mile) or bicycling (2 miles) distance from the proposed project area.
- ø Barriers: Bridges, freeway interchanges, narrow roadway locations

3. Demand

Explain how this project serves known, projected or latent demand for non-motorized travel and access. Explain the impact if this project is not undertaken.

Added Documentation:

- ø Nonmotorized volumes: Counts or observations that indicate the need for the project
- ø Latent demand: Existing or planned land uses that indicate a need for nonmotorized access; also observations such as the presence of a worn path
- ø Relative proximity to population: An estimate of the population within ½ mile of a proposed pedestrian facility and 2 miles of a proposed bicycle facility; note if the facility serves a seasonally high population

4. Quality of Life

Explain how this project would improve the quality of life for the community it serves. Note if the project provides any unique recreational, environmental or economic benefits and if the benefits reach beyond the immediate community.

Added Documentation:

- ø Promotes, serves tourism/economic development: Specific information describing how the project will create demand for local services or stimulate economic development.
- ø Enhances attractiveness of community, neighborhood: Beautification (through needed repairs, streetscaping, or landscaping), environmental protection, increased personal safety, or improved health
- ø Preservation or reuse of existing resources: Such as preservation of natural or scenic lands, reuse of abandoned railways
- ø Recreational resource: Potential recreational use of the proposed project; needed recreational opportunities in area served by project, intersection of project with other area opportunities
- ø Provides access to natural and/or scenic resource: Natural or scenic resources that would be served by completion of the project

5. Opportunity for Partnership

Explain how this project offers opportunities for MDOT to form partnerships with local governments, civic interests, or other private initiatives to increase overall investment in nonmotorized transportation improvements. Explain how this project will increase the efficiency and effectiveness of these transportation investments.

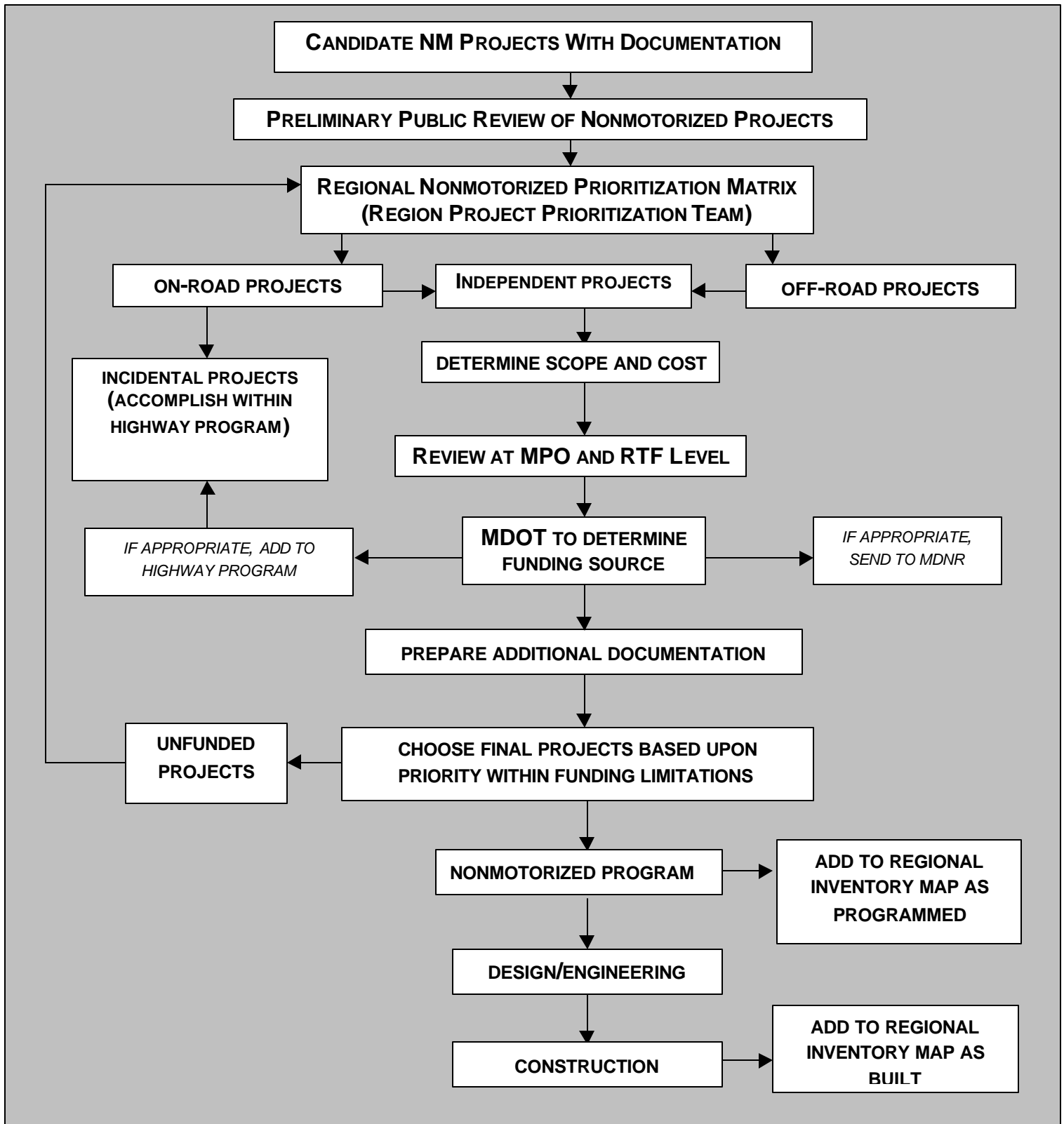
Added Documentation:

- ☐ Local/regional support: Letters, survey results or other measures of support for the project
- ☐ Local/regional plans: Local or regional plans that include the project
- ☐ Financial Partnership: Partnership between public, private, and/or not-for-profit organizations to provide in-kind services or a financial match for planning and/or construction of project
- ☐ Financial Contribution: Agreement with public or private party to provide a financial match
- ☐ Maintenance Agreement: Agreement for ongoing required maintenance of facilities

6. Approximate Cost

- ☐ **Less than \$100,000**
- ☐ **\$100, 000 to \$1 million**
- ☐ **Over \$1 million**

NONMOTORIZED PROJECT SEQUENCE



NONMOTORIZED PROJECT PRIORITY MATRIX

	Project Proposals: Fill in Name, Location, Description			
	Fill in Project Information	Fill in Project Information	Fill in Project Information	Fill in Project Information
Criteria for Evaluating Nonmotorized Facility Project: Rate each impact as High, Med., or Low. Enter a dash if Not Applicable.				

Road Safety

Road sharing issues				
Pedestrian crashes				
Bicycle crashes				
Hazardous conditions for pedestrians				
Hazardous conditions for bicyclists				
Difficult Intersections				

Connections

Relation to existing/planned system				
Provides access to schools/universities				
Provides access to other priority destination				
Provides access thru/across barrier				

Demand

Pedestrian volume (if known)				
Bicycle volume (if known)				
Land use indicates latent demand				
Extent of evident worn path				
Proximity to population center				

Quality of Life

Provides recreational resource				
Economic development, tourism				
Enhances community/neighborhood				
Access to natural scenic resource				
Unique corridor opportunity				

Opportunity for Partnership

Local/regional support				
Part of local/regional plan				
Leverages public/private investment				

Approximate Cost				
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